

NOTICE

There is a job vacancy for **BAY COUNTY 9-1-1 CENTRAL DISPATCH**.

JOB TITLE: **Department Director - 911 Central Dispatch**

RATE OF PAY: **\$54,454.40 per year entry, progressing to
\$63,252.80 per year after 4 years (MN12)**

GENERAL SUMMARY: Directs staff of Chief Dispatchers, Assistant Chief Dispatchers and Dispatchers in the operation of a county-wide Communications Center for dispatching and coordinating all emergency service. Will develop efficient systems of dispatch and coordinate needs of service users and providers to provide maximum utilization of resources. Supervision is general, received from the Bay County Executive or his designee.

TYPICAL DUTIES:

1. Assigns staff to 24-hour staffing schedules in recognition of their experience and training.
2. Monitors service practice, and analyzes for speed, accuracy and conformity to standards. Develops policy/procedure revisions. Incorporates policy revisions as instructed by the County Executive.
3. Serves as liaison with participating agencies and will receive service complaints from management, citizens and other sources. Eliminates complaint causes where possible.
4. Prepares the preliminary departmental vision budget and defends its contents. Monitors authorized budget for conformity to expenditures.
5. Determines equipment needs, analyzes cost and confers with purchasing department as needed. Inventories and orders supplies in compliance with the Bay County Purchasing Policy.
6. Oversees staff performance. Will participate in training/retraining and may initiate disciplinary action as circumstances warrant. Confers and coordinates with County Personnel Department for employee and labor relations.
7. Regularly conducts departmental staff meetings to coordinate services. May explain dispatching processes to interested service groups upon request.
8. Coordinates services with the Law Enforcement Information Network and the Federal Communications Commission to assure proper practice and conformity to State and Federal guidelines/laws.
9. Reads extensively to keep current on communication practice and trends along with law enforcement and fire science practice.
10. Arranges repair of service equipment as needed and may personally provide light maintenance.
11. Responsible for the training and supervision of 911 Central Dispatch personnel.
12. Responsible for the day-to-day operation of 911 Central Dispatch.
13. Responsible for keeping Bay County Executive and 911 Advisory Board apprised of operation.
14. Responsible for evaluating the 911 system and 911 dispatch personnel.
15. Responsible for evaluating specialized equipment.
16. Assist in negotiating union contracts.
17. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties.

QUALIFICATIONS:

Education: High school graduation or equivalent and preferably two (2) years of college or business school with course work in management and/or public relations.

Experience: Five (5) years progressively more responsible experience in an emergency communications service setting. Must be able to demonstrate the ability to maintain confidentiality and loyalty as well as the ability to communicate and work with other departments and agencies. Experience should demonstrate ability to maintain confidentiality and loyalty as well as ability to communicate and work with other departments and agencies within an emergency communications center. Ability to travel to various locations within the county to assess addressing concerns for 911. Experience with various radio systems, recording systems, mapping and CAD systems and telephone systems.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person or by US mail at the Bay County Personnel Department, 515 Center Ave., Suite G102, Bay City, Michigan 48708 no later than **4:00 p.m. Tuesday, December 4, 2012.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."